

State of Hawaii
Department of Health
Communicable Disease Division
STD/AIDS Prevention Branch

Request for Proposals

**HTH 121 06-01
STD Medical Services At the STD Clinic**

April 29, 2005

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

April 29, 2005

REQUEST FOR PROPOSALS

STD MEDICAL SERVICES AT THE STD CLINIC RFP No. HTH 121 06-01

The Department of Health, Communicable Disease Division, STD/AIDS Prevention Branch is requesting proposals from qualified applicants to provide STD medical services at the Department of Health's STD Clinic located at the Diamond Head Health Center, 3627 Kilauea Ave. Room 305, Honolulu, Hawaii 96816. Services include but are not limited to referrals to appropriate agencies, and partner notification counseling. The contract term will be from July 1, 2005 through June 30, 2007.

Proposals shall be mailed and postmarked by the United State Postal Service on or before May 23, 2005, or hand delivered no later than 4:30 p.m., Hawaii Standard Time (HST), on May 23, 2005, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The STD Prevention Program will conduct an orientation on May 10, 2005 from 10:00 a.m. to 12:00 noon HST, at the STD Clinic, Diamond Head Health Center, 3627 Kilauea Ave Room 305, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., HST, on May 13, 2005. All written questions will receive a written response from the State on or about May 20, 2005.

Inquiries regarding this RFP should be directed to the RFP contact person, Mr. Roy Ohye at 3627 Kilauea Avenue Room 305, , Honolulu, Hawaii 96816, telephone: (808) 733-9287, fax: (808) 733-9291, e-mail: rgohye@mail.health.state.hi.us.

RFP Table of Contents

Section 1 Administrative Overview

I.	Authority	1-1
II.	RFP Organization	1-1
III.	Contracting Office	1-2
IV.	Procurement Timetable	1-2
V.	Orientation	1-2
VI.	Submission of Questions	1-3
VII.	Submission of Proposals	1-3
VIII.	Discussions with Applicants	1-5
IX.	Opening of Proposals	1-5
X.	Additional Materials and Documentation	1-6
XI.	RFP Amendments	1-6
XII.	Final Revised Proposals	1-6
XIII.	Cancellation of Request for Proposals	1-6
XIV.	Costs for Proposal Preparation	1-6
XV.	Provider Participation in Planning	1-6
XVI.	Rejection of Proposals	1-7
XVII.	Notice of Award	1-7
XVIII.	Protests	1-7
XIX.	Availability of Funds	1-8
XX.	Monitoring and Evaluation	1-8
XXI.	General and Special Conditions of the Contract	1-9
XXII.	Cost Principles	1-9

Section 2 - Service Specifications

I.	Introduction	2-1
	A. Overview, Purpose or Need	2-1
	B. Description of the Goals of the Service	2-1
	C. Description of the Target Population to be Served	2-1
	D. Geographic Coverage of Service	2-1
	E. Probable Funding Amounts, Source, and Period of Availability	2-1
II.	General Requirements	2-2
	A. Specific Qualifications or Requirements	2-1
	B. Secondary Purchaser Participation	2-2
	C. Multiple or Alternate Proposals	2-2
	D. Single or Multiple Contracts to be Awarded	2-2
	E. Single or Multi-Term Contracts to be Awarded	2-3
	F. RFP Contact Person	2-3
III.	Scope of Work	2-3
	A. Service Activities	2-3
	B. Management Requirements	2-3
IV.	Facilities	2-5

Section 3 - Proposal Application Instructions

General Instructions for Completing Applications	3-1
I. Program Overview	3-2
II. Experience and Capability	3-2
A. Necessary Skills	3-2
B. Experience.....	3-2
C. Quality Assurance and Evaluation.....	3-2
D. Coordination of Services	3-2
E. Facilities.....	3-2
III. Project Organization and Staffing.....	3-3
A. Staffing.....	3-3
B. Project Organization	3-3
IV. Service Delivery.....	3-3
V. Financial.....	3-4
A. Pricing Structure	3-4
B. Other Financial Related Materials	3-4
VI. Other	3-5
A. Litigation.....	3-5

Section 4 – Proposal Evaluation

I. Introduction.....	4-1
II. Evaluation Process	4-1
III. Evaluation Criteria	4-2
A. Phase 1 – Evaluation of Proposal Requirements	4-2
B. Phase 2 – Evaluation of Proposal Application.....	4-2
C. Phase 3 – Recommendation for Award	4-5

Section 5 – Attachments

Attachment A.	Competitive Proposal Application Checklist
Attachment B.	Sample Proposal Table of Contents
Attachment C.	

Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

STD/AIDS Prevention Branch

Department of Health
State of Hawaii
3627 Kilauea Ave, Room 305
Honolulu, Hawaii 96816

Phone (808) 733-9281 Fax: (808) 733-9291

IV. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	<u>April 29, 2005</u>
Distribution of RFP	<u>April 29, 2005</u>
RFP orientation session	<u>May 10, 2005</u>
Closing date for submission of written questions for written responses	<u>May 13, 2005</u>
State purchasing agency's response to applicants' written questions	<u>May 20, 2005</u>
Discussions with applicant prior to proposal submittal deadline (optional)	
Proposal submittal deadline	<u>May 23, 2005</u>
Discussions with applicant after proposal submittal deadline (optional)	
Final revised proposals (optional)	
Proposal evaluation period	<u>June 7-10, 2005</u>
Provider selection	<u>June 10, 2005</u>
Notice of statement of findings and decision	<u>June 13, 2005</u>
Contract start date	<u>July 1, 2005</u>

V. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: May 10, 2005 **Time:** 10:00 am – 11:00 am
Location: STD Clinic, Diamond Head Health Center, 3627 Kilauea Ave. Room 305,

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the

orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: May 13, 2005 **Time:** 4:30 pm HST

State agency responses to applicant written questions will be provided by:

Date: May 20, 2005

VII. Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: www.spo.hawaii.gov, click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

- 1. Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
- 2. Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
- 3. Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
- 4. Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
- 5. Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at:

<http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.

- 6. Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at www.hawaii.gov/tax/tax.html.

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal postmarked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet.

One original and one copy of the proposal are required. Proposals must be postmarked by the United State Postal Service on or before June 6, 2005, or hand delivered no later than 4:30 p.m., Hawaii Standard Time (HST), on June 6, 2005, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Faxed proposals or proposals transmitted by e-mail are **not** acceptable.

- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm
- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

VIII. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

IX. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

X. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XI. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XII. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit ~~only~~ the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVI. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

XVII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XVIII. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Chiyome Leinaala Fukino, M.D.	Name: Ann Kinningham
Title: Director of Health	Title: Chief, Administrative Services Office
Mailing Address: P.O. Box 3378, Honolulu, HI 96801	Mailing Address: P.O. Box 3378, Honolulu, HI 96801
Business Address: 1250 Punchbowl St. Honolulu, Hawaii	Business Address: 1250 Punchbowl St. Honolulu, Hawaii

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XX. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures Not applicable to this RFP
- (2) Output Measures Not applicable to this RFP
- (3) Quality of Care/Quality of Services Not applicable to this RFP
- (4) Financial Management Not applicable to this RFP

(5) Administrative Requirements Not applicable to this RFP

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The mission of the STD/AIDS Prevention Branch (SAPB) of the Hawaii State Department of Health is to reduce the incidence and severity of sexually transmitted diseases (STD's), including human immunodeficiency virus (HIV) in the State of Hawaii.

The SAPB operates a STD Clinic which provides STD examination, treatments, partner counseling, education and referral services. The STD Clinic currently provides services to approximately 6,000 patients per year.

The purpose of this procurement is to purchase physician services to provide medical services at the STD Clinic. The medical services includes medical examinations, laboratory processing of specimens, treatment of STDs, counseling referral for further services, and partner referral services.

The STD Clinic is open 5 days per week Monday through Friday from 12:00 p.m. – 5:00 p.m. except Wednesday when the clinic is open from 1:00 p.m. – 6:00 p.m.

B. Description of the goals of the service

The goal of the STD Clinic is to reduce the incidence and severity of STDs in the State of Hawaii through the provision of convenient, accessible, and free STD medical services. The physician services are necessary to provide medical coverage for the STD Clinic.

C. Description of the target population to be served

The target population of the STD Clinic are the STD prone population of the State of Hawaii which are usually the younger population (under age 30) and the uninsured population.

D. Geographic coverage of service

The STD Clinic is open to the public. However, because of the geographic location of the STD Clinic located at the Diamond Head Health Center on Oahu, services are usually provided to persons living on Oahu.

E. Probable funding amounts, source, and period of availability

Approximately \$130,000 in State funds is available to purchase medical services annually during the fiscal biennium 7/1/05 – 6/30/07.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

The applicants must be licensed to practice medicine in the State of Hawaii and have a valid medical license.

B. Secondary purchaser participation
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases

None

C. Multiple or alternate proposals **check one**
(Refer to §3-143-605, HAR)

☐ Allowed

☒ Unallowed

D. Single or multiple contracts to be awarded **check one**
(Refer to §3-143-206, HAR)

☒ Single

☐ Multiple

☐ Single & Multiple

Criteria for multiple awards:

E. Single or multi-term contracts to be awarded check one

(Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs) X ☐ Multi-term (> 2 yrs.)

Contract terms:

Initial term of contract: 7/1/05 – 6/30/07

Length of each extension: 7/1/07 – 6/30/09

Number of possible extensions: One

Maximum length of contract: 7/1/05 – 6/30/09

The initial period shall commence on the contract start date of Notice to Proceed whichever is later

Conditions for extension: Must have funding available, must be in writing and must be executed prior to expiration.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Roy Ohye
STD/HIV Program Coordinator
3627 Kilauea Ave. Room 304
Honolulu, Hawaii 96816
(808) 733-9287

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities
(Minimum and/or mandatory tasks and responsibilities)

The contractor will be responsible to provide medical STD services at the STD Clinic. These services includes providing: STD examinations, laboratory examinations of STD specimens, treatments, referrals, counseling and partner referral services on STD Clinic patients. The contractor will also be responsible to directly supervise the STD Clinic medical staff which includes the STD clinicians and the licensed practical nurse.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

Directly supervise the STD clinicians which includes the two registered professional nurses and a licensed practical nurse.

2. Administrative

N/A

3. Quality assurance and evaluation specifications

The contractor will provide services in accordance with the STD Clinic policies and procedures as well as the “Sexually Transmitted Diseases Clinical Practice Guidelines”. The evaluation of services provided will be performed by the STD Clinic Manager in accordance with these guidelines.

4. Output and performance/outcome measurements

The output and performance will be measured by the STD Clinic Manager as to satisfactory performance in providing acceptable STD medical services to patients following the latest STD Clinic guidelines.

5. Experience

Although experience is not mandatory, the preferred types of experience includes previous work in STD examinations, treatment, counseling and referral.

6. Coordination of services

N/A

7. Reporting requirements for program and fiscal data

N/A

8. Pricing structure or pricing methodology to be used

Pricing Structure Based on Fixed Unit of Service Rate

The applicant will furnish an estimate of the hours of availability during the STD Clinic operating hours.

9. Units of service and unit rate

The units of service shall be on an hourly basis. However, the units of service shall be computed to the nearest ¼ hour. The unit rate shall be at approximately \$71/hour.

IV. Facilities

N/A

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

D. Coordination of Services

This section is not applicable.

E. Facilities

This section is not applicable.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

This section is not applicable.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

V. Financial

A. Pricing Structure

This section is not applicable.

B. Other Financial Related Materials

This section is not applicable.

1. Accounting System

This section is not applicable.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

100 Points

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

TOTAL POSSIBLE POINTS

100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. *Experience and Capability (80 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

-

B. Experience

- Documents experience in working with STD patients.

C. Quality Assurance and Evaluation

- Not applicable
-

D. Coordination of Services

- Not applicable

•

E. Facilities

- Not applicable
-

2. Project Organization and Staffing (0) Points)

Not applicable.

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.
-
-

B. Project Organization

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.
-

3. Service Delivery (0 Points)

Not applicable

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

-
-
-
-
-
-
-
-

5. *Financial (20 Points)*

Pricing structure based on fixed unit of service rate.

1. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C.

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. *SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Registered)	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				

Authorized Signature

Date

Proposal Application Table of Contents

I.	Program Overview.....	1
II.	Experience and Capability	1
A.	Necessary Skills	2
B.	Experience.....	4
C.	Quality Assurance and Evaluation.....	5
D.	Coordination of Services	6
E.	Facilities.....	6
III.	Project Organization and Staffing	7
A.	Staffing.....	7
	1. Proposed Staffing.....	7
	2. Staff Qualifications	9
B.	Project Organization	10
	1. Supervision and Training.....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery.....	12
V.	Financial	20
	See Attachments for Cost Proposal	
VI.	Litigation.....	20
VII.	Attachments	
A.	Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
B.	Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1994	
C.	Organization Chart	
	Program	
	Organization-wide	
D.	Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
E.	Program Specific Requirements	

Organization: _____

RFP No: _____

Insert any other attachments you may have here, such as:

Workplans

Performance and output tables

Certifications

After inserting each document, inserting a section break will preserve formatting of each document.